

### Job Aid:

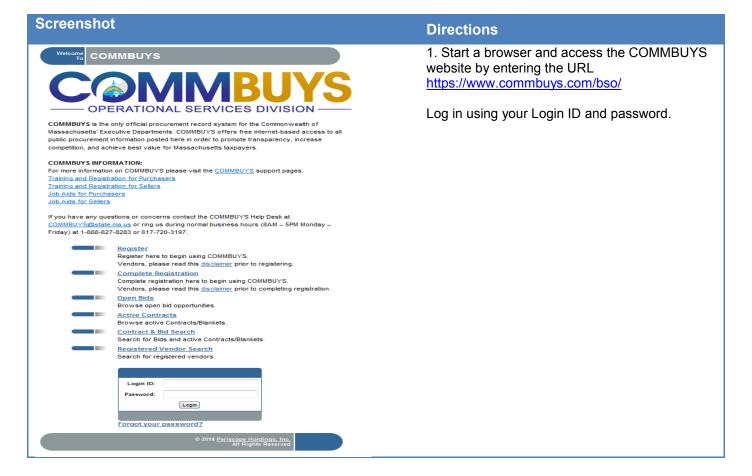
Organization Administrator: Multiorg Approver User

#### This Job Aid shows how to:

Create a multiorg approver user

#### **Overview and Requirements:**

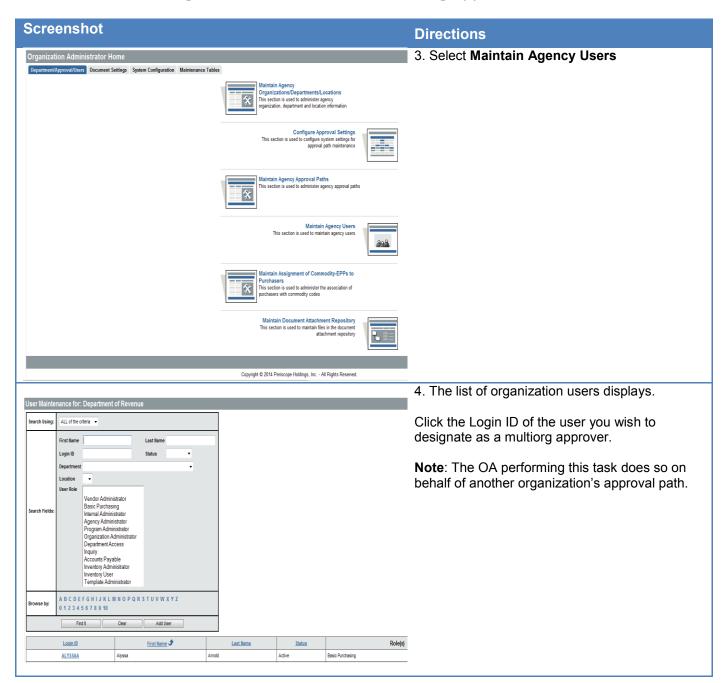
Setting up a multiorg approval path requires the participation of Organization Administrators (OAs) from each participating organization. It is critical to ensure legal foundation for adding other agency users. The organizations involved must have a valid Interagency Service Agreement (ISA) or some type of legal authority. The OA from one organization gives access to a user to be an approver on another organization's approval path, and creates a multiorg approval path.





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| Screenshot   | Directions  |
|--|---|
| Purchasing Rules  Open Market Req Limit  | <ol><li>A user maintenance page opens.</li><li>Click the Edit button that is adjacent to the<br/>Roles heading.</li></ol>   |
| Direct Open Market Limit   |   |
| Roles Edit Basic Purchasing  |   |
| Organization Privileges  |   |
| Role Maintenance for: Alyssa Arnold  | 6. The user role maintenance page opens.  |
| Roles  | Check the box for: <b>Grant Multiorg Approval Rights.</b>   |
| Organization Administrator   Department Access Role Privilege Type (A department focation superuser must be a requisitioner)   | Click Save & Exit when finished.  |
| If Department Access user, set up this user as  User is an Approver Disallow Ad-Hoc Reporting Allow PD Receipts for Department Access Role Enable Change Order Creation Department Buyer Enabled   | <b>Note</b> : The user to whom you granted multiorg approval rights can now be searched for and can be selected by an OA at a different organization.                                     |
| Allow Requisition tem import   hoquiry   Accounts Psyable   Accounts Psyable Role Privilege Type:   Disallow Ad-Hoc Reporting   inventory Administrator   Inventory User   Proxy User   Activate Proxy | <b>Caution!</b> In order to designate one of your organization's users as an approver on another organization's approval path, you must have a valid Interagency Service Agreement (ISA). |
| Grant Template Administrative Rights  ☑ Grant Multioring Approved Rights  Department and Location are required if the user has a role of Basic Purchasing, Department Access, Accounts Payable or Inventory User.  Default Department: 1028/CONVO - Default Data Conversion Department ▼ Default Location: 1028L - Default Data Conversion Location ▼  Save & Exit Save & Continue Cancel & Exit   | Use the <b>Organization Administrator Multiorg Approval Paths</b> , to add a user from another organization to your approval path.  |